

**MINUTES OF THE SEPTEMBER 26, 2016 MEETING
OF THE PROCEDURES REVIEW COMMITTEE**

The following were in attendance at the meeting: Hon. Jennifer Berkenstock; Hon. Diane Blick; Lori Michalak, Chief Clerk Shelton Probate Court; Bonnie Bennet, *Probate Administration Legal Counsel*; Heather Dostaler, *Probate Administration Staff Attorney*; Alison Green, *Probate Administration Staff Assistant*

The following were absent from the meeting: Hon. Philip Wright; Hon. Robert Randich; Hon. Charles Norris; Hon. Peter Barrett, Sally Canzanella, Chief Clerk, East Hartford Probate Court

Call to order: The meeting was called to order at 9:10 a.m.

Old Business: NONE

New Business: Sondra Waterman, retired Chief Clerk of the Hartford Probate Court, sent an email early in the morning stating that she was resigning from the committee. Sondra was an extremely valuable member of the committee for a number of years and will be greatly missed.

The Committee reviewed, discussed and took action on new and revised forms as shown and evidenced on the attached schedule.

The October meeting will be cancelled. The committee will resume its work as scheduled on November 28, 2016.

Adjournment: Upon motion duly made and seconded, the meeting was adjourned at 11:45 a.m.

Respectfully submitted,

Diane S. Blick

Hon. Diane S. Blick, Secretary

The October 31, 2016 meeting is cancelled

THE NEXT MEETING OF THE PROCEDURES REVIEW COMMITTEE WILL BE ON

MONDAY, NOVEMBER 28, 2016 at 9:00 a.m.

IN THE LIBRARY AT PROBATE ADMINISTRATION